

**LSF013: LaGov Security – Statewide Support - LPAA**  
**Request for Position Security – Form Instructions**  
Revised 08/20

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

<b><u>Position Number:</u></b>	Position number to be assigned LaGov statewide support security.
<b><u>Personnel Area:</u></b>	Position belongs to this business area.
<b><u>Position Holder Name:</u></b>	Employee name.
<b><u>Holder Personnel #:</u></b>	Personnel number assigned by HR department.
<b><u>Business Area Access:</u></b>	List of agency numbers the user requires access.
<b><u>Start Date:</u></b>	The beginning date for the permissions requested.
<b><u>End Date:</u></b>	The ending date for the permissions requested. If security is to be temporary, then provide an appropriate end date, else a default end date of 12/31/9999 will be assigned.
<b><u>Action:</u></b>	<b><u>Check appropriate action to be taken for position number listed on this form.</u></b>
<b><u>Add:</u></b>	Add the selected security to the position. Any existing security on the position governed by this form will remain intact.
<b><u>Remove:</u></b>	Remove the selected security from the position. If no job functions are selected, then all job functions related to the form will be removed.

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**Job Functions:**

PM-01 State Master Data Processor	Responsible for editing and maintaining master data elements (equipment master record, asset master record, etc.) for technical objects (scheduled maintenance plan on the equipment master record, edit and update asset master record to add VIN, etc.). Other master data elements (functional location, equipment types, FEMA codes, etc.) will be created and maintained by the central statewide master data group who creates the master data used by all agencies. An example of the master data being created by this role is specific preventative maintenance task lists for vehicles, equipment, and facilities utilized by and belonging to the agency. These functions are currently fulfilled by Agency Property Managers and Agency Fleet Managers in Protégé.
PM-04 Notification Proc: Fleet Mgr	Responsible for entry of personal assignment/home storage requests for State fleet vehicles. Responsible for entering fleet and equipment usage data for tracking and reporting such as gallons of fuel, beginning/ending odometer. Reporting for State management to track costs and activities in maintenance operations.
PM-05 Reporting Managerial	Reporting for State management to track costs and activities in maintenance operations. This display only role is intended to offer tracking, scheduling, and statistical data for managers and statewide oversight.
PM-06 Notification Proc: Prop Mgr	Responsible for creating and maintaining property control records for inventories movable assets belonging to primary state agencies. For example, when a laptop is assigned to a state employee the property control record will be edited accordingly. All agencies that inventory and/or maintain state-owned movable assets will need this role. Reporting for State management to track costs and activities in maintenance operations.

PM-07 Stwd Property/Fleet Manager	Responsible for creating and maintaining property control records for inventoried movable assets belonging to primary State agencies. For example, when a laptop is assigned to a State employee the property control record will be edited accordingly. All agencies that inventory and/or maintain state-owned movable assets will need this role.
PM-11 Property Auditor	Responsible for the audit/inventory functions for controlled asset tracking (movable property) in LaGov. Functions include all display/change notification transactions for M5 Notifications for all State Agencies in LaGov. This is a control agency only role.
MM-09 Goods/Services Receiver	Responsible for performing system Goods Receipt transactions on vehicles for all State agencies except DPS and DOTD.
MM-10 Good Receipt Asset Reversal	This role will be assigned to the individual that will perform the Goods Receipt reversal of an asset.

**Inquiry Job Functions:**

FI-01 Financial Inquiry	Display and reporting for all financial modules. Generally, this role is mapped to everyone that has another financial role and to those who have responsibility for overseeing and monitoring financial activities.
LO-01 Logistics Inquiry	Display of inventory management information, such as list of material documents; list of warehouse stocks on hand; display of individual and collective MRP list; display of reservations, listing of stock in transit; display of planned orders; display of purchase orders, display of inventory counts; display of material forecast. Display role for auditing maintenance work processes, property control and fleet operations. Legislative auditors currently operate in this display only mode in Protégé for reporting and auditing of all state agencies movable property. Display of warehouse information such as transfer requirements; inventory count documents; bins; storage units.

The agency Security Administrator or Alternate is responsible for retaining a copy of each form submitted for audit purposes.